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PERSONNEL

7. GRIEVANCE PROCEDURE

- a. **DEFINITION.** A grievance is an employee's expressed feeling (oral or written) of dissatisfaction with any aspects of his working conditions and relationships which are outside his control.
- b. **POLICY.** It is Agency policy that employees have the opportunity to present grievances for prompt and equitable consideration and disposition.
- c. **PROCEDURES**
 - (1) The immediate supervisor will attempt to bring about a satisfactory resolution of the employee's grievance. The employee may take any unresolved grievance up through the normal chain of command within his own component.
 - (2) If a satisfactory adjustment is not reached in the employee's own component, he may ask for a review of his case by the Director of Personnel.
 - (3) The employee, if still dissatisfied, may submit an appeal, through the Inspector General, to the Director of Central Intelligence whose decision is final.

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EXIT PROCESSING FOR SEPARATION
OR EXTENDED LEAVE

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Revised: 16 November 1972

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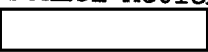
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- (b) conduct the military detailee's preexit interview;
 - (c) prepare Form 21 and obtain from appropriate components of the Agency the positive verification or certification that the military detailee has satisfied his obligations to the Agency or has made satisfactory arrangements to discharge them;
 - (d) schedule the military detailee five days before his last workday for a security interview with the Employee Activity Branch;
 - (e) prepare Form 1152, Request for Personnel Action, in accordance with the provisions of  25X1A
 - (f) review the completed Form 21 after the military detailee has visited the necessary components on his last workday to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and file the form in the military detailee's Agency file;
 - (g) conduct the military detailee's final exit interview, and at that time retrieve his Agency badge and return it to the Employee Activity Branch, Office of Security;
 - (h) in the event it becomes necessary to obtain clearances on a military detailee in absentia, ensure that the clearance processing is completed.
- (2) The administrative officer of the component to which the military detailee is assigned will
- (a) notify the Certification and Liaison Division, Office of Finance, and the Cover and Commercial Staff and any Agency components which issued a special clearance still held by the military detailee;
 - (b) ensure that the military detailee has satisfied his obligations to the component to which he is assigned or has made satisfactory arrangements to discharge them;
 - (c) obtain all internal clearances required.
- (3) The Office of Finance will arrange to pay the military detailee any moneys due him, and if he is indebted to the Agency, arrange with him the manner of repayment.

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- (4) The Office of Security will
- (a) conduct the military detailee's security interview;
 - (b) demand and receive from the military detailee all classified and unclassified documents and material remaining in his possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;
 - (c) receive from Mobilization and Military Personnel Division all Agency badges turned in by military detailees who have cleared the Agency in person and determine that all badges have been properly accounted for;

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- (6) The military detailee will report to the component to which assigned and to other components of the Agency as instructed to obtain required clearances and will return the completed Form 21 to Mobilization and Military Personnel Division on his last workday.

d. STAFF AGENTS

(1) Separation



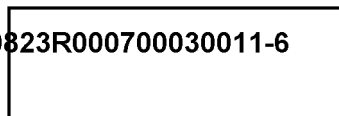
- (a) The administrative officer of the component to which the individual is assigned will
- (1) notify the Contract Personnel Division, Office of Personnel as far in advance as possible of the individual's pending separation;
 - (2) prepare Form 1152, Request for Personnel Action, as required by  in sufficient time to reach the Contract Personnel Division before the individual's last working day;
 - (3) notify the Office of Finance, Compensation and Tax Division of the pending separation;

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- (4) notify the Office of Finance and the Central Cover Staff of the individual's pending conversion to staff employee status.
- (b) The Contract Personnel Division will
- (1) request security approval to convert the individual to staff employee status;
- (2) request the issuance of a staff employee badge.
- (3) Separation in Absentia
- (a) The administrative officer of the component to which the individual is assigned will
- (1) notify the Contract Personnel Division as soon as possible of the separation, following procedures specified in paragraph d(1)(a) above;
- (2) ensure that the individual receives required documents, such as Standard Form 2802, Application for Refund of Retirement Deductions;
- (4) in cooperation with the Contract Personnel Division ensure that the clearance processing is completed;
- (5) forward completed Form 21 and, when appropriate, Standard Form 2802 to the Office of Finance.
- (b) The Office of Security will take the necessary steps to recover all documentation issued by the Agency (including badges).

3. POSTSEPARATION PROBLEMS

Any Operating Official or Head of an Independent Office who encounters a postseparation problem concerning a former employee may refer the problem to the Director of Personnel, who will review the case with the official or officials involved; devise, in consultation with those officials, a course of action for settling the problem; and prepare and coordinate official correspondence regarding the case. This does not prevent Operating Officials or Heads of Independent Offices from

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FOREWORD

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Rescission: [] dated 26 May 1972 and 4 August 1972

This handbook contains information with which Agency employees must be familiar. The information is presented in two forms:

1. Summaries of selected Agency regulations, Federal laws, Executive Orders, and directives issued by other Government agencies. Source citations have been included at the end of each such summary.
2. Complete statements of Agency policy, on matters such as participation in public protest events and political activities, which do not appear elsewhere in Agency regulatory issuances. These statements are identified by (*) at the end of the paragraph concerned.

Insofar as possible, information in this handbook is presented under chapter headings that parallel the subject categories in Agency regulations and handbooks.

This handbook will be read by employees when they enter on duty with the Agency. Also, supervisors will ensure that the handbook is circulated annually, in the month of October, to all employees under their supervision. Employees will indicate that they have read the material in this handbook by initialing the routing sheet attached by their supervisor.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

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14 June 1974

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6. CONTROL OF OFFICIAL DATA

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- a. The Agency operates on the need-to-know principle. An employee must not solicit information he does not officially need nor disclose information to others whose duties do not require it.
 - b. All information, classified or unclassified, received, compiled, or created by the Central Intelligence Agency (except personal copies of unclassified personnel papers) is official data and is the property of the United States Government. Official data may not be released or disclosed outside the Agency except by officials who are specifically authorized to do so.
 - c. All employees are prohibited from using official data for any purpose other than in the performance of their official duties or on behalf of the Agency. Official data is not to be held in personal files or set aside for personal use or benefit.

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☐ Care and Use of Official Data)

- d. Employees should be aware of the requirement for protecting information involving national security as prescribed by Executive Order 11652. Personnel with classification authority will determine which

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3700 9. SAFETY PROGRAM

CIA conducts an ongoing safety program to encourage safe work practices, to eliminate work hazards and health risks, and to reduce the number of accidents and injuries to Agency personnel. Employees can contribute to the success of this program by promptly notifying their area safety officer of any unsafe work conditions that come to their attention, and by immediately reporting to him any accident which involves Agency property, occurs on property occupied or controlled by the Agency, or results in injury to or involves Agency employees on duty.

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[Redacted] Safety Program)

8700 10. SECURITY DUTY OFFICER STAFF

Employees involved in an emergency or in any situation affecting Agency security are urged to seek advice and assistance from the Security Duty Office by calling [Redacted] at any time of the day or night.

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[Redacted] Security of Areas, Offices, and Buildings)

PSI 11. DRUG ABUSE

Although the Agency endeavors to respect and protect the privacy of each employee to the extent possible, it cannot condone or permit the illegal use of drugs by an employee. If the employee is identified as a drug abuser, appropriate administrative action will be taken which may result in suspension and, in certain cases, dismissal from the Agency.

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[Redacted] Drug Abuse)

12-15. Reserved

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CHAPTER II: PERSONNEL

16. EQUAL EMPLOYMENT OPPORTUNITY

- a. It is Agency policy to provide equal employment opportunity for all qualified persons without discrimination based on race, religion, color, national origin, sex, marital status, political affiliation, physical handicap, or age. The Director has designated a Director of Equal Employment Opportunity, Directorate Equal Employment Opportunity Officers, a Federal Women's Program Coordinator, a Sixteen Point (Spanish surname) Program Coordinator, and Equal Employment Opportunity Counselors to carry out a continuing equal employment opportunity program throughout the Agency. (*)
- b. Each directorate of the Agency is responsible for developing an affirmative action program that will ensure that women and other minority group members have the opportunity to develop and use their skills to the maximum degree. EEO Officers and EEO Representatives in the directorates are the focal points for this program.
- c. Any employee wishing to resolve a matter in which he believes he has suffered discrimination should consult an Agency Equal Employment Opportunity Counselor within 30 days after the matter arises. If the counselor is unable to solve the problems informally to the satisfaction of the employee, he will provide advice as to the proper procedure for filing a formal complaint of discrimination.
- d. The names and addresses of the Director, Equal Employment Opportunity, the EEO Officers, the Federal Women's Program Coordinator, the Sixteen Point Program Coordinator, and the EEO Counselors are posted on Agency bulletin boards and are contained in the functional listing of the Agency telephone directory.

[] Equal Employment Opportunity Policy and Procedures)

17. GRIEVANCE PROCEDURE

Any employee who is dissatisfied with aspects of his working conditions which are outside his control will have the opportunity to present his grievance to his immediate supervisor for prompt and equitable consideration and disposition. An employee who is dissatisfied with the disposition of his grievance may appeal his super-

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visor's decision, through the normal chain of command in his component, to the Director of Personnel, and ultimately, through the Inspector General, to the Director of Central Intelligence. The Director's decision is final.

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19. EMPLOYEE EMERGENCIES AND UNFORESEEN ABSENCES

- a. Each Agency employee must designate, for entry on his Personnel Emergency and Locator Record, a person who may be notified in case of an emergency affecting him.

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This person should be readily available and in a position to act on behalf of the employee if necessary. Additionally, each employee should brief a member of his family or a close associate on how to contact the Agency in an emergency.

- b. When an employee is involved in an emergency situation such as listed below, the emergency will be reported as soon as possible to the Personal Affairs Branch, Office of Personnel, [redacted] During nonwork hours, the report should be made to the Security Duty Office [redacted]

- (1) Any medical emergency such as serious illness or injury
- (2) Death of an employee
- (3) Any circumstance which requires the Agency to contact the employee's emergency addressee or which requires more than routine supervisory action

- c. Involvement in legal proceedings which might result in subpoena, police detention, trial, or publicity should be reported to the Employee Activity Branch of the Office of Security.

- d. Unforeseen absences should be reported to the employee's supervisor within the first two hours of the first day of absence. If the supervisor cannot be reached, the absence should be reported to the Security Duty Office [redacted]

[redacted] Employee Emergencies and Unforeseen Absences)

20. LEAVE

Each employee is responsible for full compliance with Agency leave regulations. Except in cases of unforeseen absence due to illness or emergency (see paragraph 19 above), permission to take leave must be obtained in advance of its use.

[redacted] Leave)

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21. EMPLOYEE CONDUCT

- a. Each Agency employee should conduct himself on and off the job in a manner which reflects credit on himself and the Agency. Each employee is responsible for acquainting himself with the rules of conduct he is expected to follow during his Agency employment. If he is uncertain of the existence or meaning of a rule, he should seek advice from his supervisor, his personnel or administrative officer, the deputy counselor on matters of conduct for his directorate, or the Director of Personnel. Each employee is also expected to monitor and be accountable for any activities of his dependents that might reasonably be construed to affect the security of the Agency, directly or indirectly.
- b. Each employee is expected to live within his means, to honor his financial obligations, and to maintain a reputation for paying his debts. Willful failure to settle valid debts will be grounds for disciplinary action, including dismissal. Each employee has the responsibility for prompt payment of Federal, state, and local taxes. The Agency cooperates with the various tax authorities in collecting delinquent or unpaid taxes owed by Agency employees. (*)

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[] Conduct and Discipline)

22. EMPLOYMENT OF RELATIVES

An Agency official who has the authority to employ or promote individuals, or who is in a position to recommend individuals for employment or promotion, may not employ, promote, or advocate for employment or promotion, any of his relatives. An individual appointed, employed, advanced, or promoted in violation of this restriction

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is not entitled to pay.

[] Restrictions on Employment of Relatives)

23. CONFLICTS OF INTEREST

- a. A conflict of interest is a situation in which an employee's private interests conflict or appear to conflict with the duties and responsibilities of his Government employment. Usually the conflict of interest is of an economic nature; however, it may apply to other areas as well. (*)

- b. There are severe criminal penalties for violations of prohibitions against conflicts of interest in the Federal service. These prohibitions forbid a Federal employee from
- (1) representing anyone before a court or Government agency in a matter in which the United States Government has an interest (this restriction does not apply if the employee is discharging his official duties);
 - (2) participating in his governmental capacity in any matter in which he, a member of his immediate family, an outside business associate, or a person with whom he is negotiating for employment has a financial interest;
 - (3) representing anyone, other than the United States, for one year after his Government service has ended, in any matter in which the Government has an interest and which was within the area of the employee's official responsibilities during the last year of his Government service (an employee is permanently prohibited from representing anyone in those instances where he participated personally and substantially for the Government during his service); or
 - (4) receiving any monetary or other benefits from a private source as compensation for Government service. (*)

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- d. To enable the Agency to determine the existence of real or apparent conflicts of interest, employees in certain positions may be required to file an annual employment and financial information report. The content of this report is treated in strict confidence.

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Reporting Employment and Financial Interests)

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24. GIFTS AND DECORATIONS

- a. No Agency employee may solicit or accept, directly or indirectly, from any person, corporation, or group, domestic or foreign, anything of economic value such as gift, gratuity, or favor, if it might reasonably be interpreted by others as being of such a nature that it could affect his impartiality as an Agency employee, or if the employee has reasons to believe that the giver
- (1) has or is seeking to obtain contractual or other business relationships with the Agency;
 - (2) has interests which may be substantially affected by the employee's performance or nonperformance of his official duty; or
 - (3) is in any way attempting to influence the employee's official actions.
- b. An employee is forbidden by law from soliciting contributions from other employees for a gift to a supervisor, or from accepting a gift from employees who receive lower salaries than he receives.


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25. POLITICAL ACTIVITIES

- a. Participation by Federal employees in political activities is limited by the Hatch Act. This law provides severe penalties for violations, whether willful or not. In accordance with the Hatch Act a Federal employee may not
- (1) take leave to participate in a political campaign;

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- (2) be a candidate for nomination for or election to a national or state political office (he may run for a local community office under certain specified circumstances);
 - (3) solicit others to become candidates for nomination for or election to political offices;
 - (4) transport voters, except members of his immediate family, to the polls;
 - (5) distribute political campaign material;
 - (6) march in a political parade;
 - (7) actively promote or sell tickets to such activities as political dinners;
 - (8) publish or write for publication any article or letter soliciting votes for or against any political party or candidate;
 - (9) solicit or receive any assessment or contribution for any political purpose;
 - (10) campaign for or against a political party or candidate; or
 - (11) make a political contribution in a Federal building or to another Federal employee. (*)

b. Employees interested in more complete information on this subject should contact the Office of Personnel.

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permits consumption of alcoholic beverages on Agency premises under certain conditions. Alcoholic beverages may be served in the Executive Dining Room, and in the Rendezvous Room only when catered or served by the Executive Dining Room.

(General Services Regulation 101-19.3)

29-32. Reserved

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CHAPTER III: FINANCIAL ADMINISTRATION

33. GENERAL

- a. Each employee of the Agency is held individually responsible for the prudent use of public funds made available for activities under his control. Each employee also is responsible for reporting any instance in which he has reason to believe that Agency funds are being obligated or expended contrary to the policies set forth in Agency regulations.
- b. Such reports may be submitted through normal supervisory channels to the responsible Deputy Director or Head of Independent Office or directly to the Inspector General.

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Financial Administration)

35. CUSTODY OF FUNDS

Any individual to whom funds are advanced for official use is charged with the same duties and responsibilities as an official custodian insofar as the funds entrusted to his care are concerned. He must avoid the mingling of such funds with his personal funds.

Custody of Funds)

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36. PENALTIES FOR MISUSE OF OFFICIAL FUNDS

Agency employees who misuse official funds may be required to restore the amount involved and may be subject to punishment by law. The penalty prescribed by law for presenting a false claim is a fine of not more than \$10,000 or imprisonment for not more than five years, or both.

(HR 30-1, Financial Administration)

37-39. Reserved

CHAPTER IV: MISCELLANEOUS

40. THE MANAGEMENT ADVISORY GROUP (MAG)

The Director has established the Management Advisory Group (MAG), made up of 14 officers in grades GS-12 to 16, to assist in identifying and making recommendations on issues and problems arising out of the Agency's organization and management practices. The MAG is not an appropriate body to hear specific personal employee grievances. These are handled through established grievance procedures. (See paragraph 17 above.) However, it welcomes the views and suggestions of Agency employees on how to improve the quality of Agency performance by affecting its personnel, its structure and methods of operation, or its external relations. Any such suggestions should be sent to MAG, Executive Registry, 7-E-12 Headquarters Building. Their authorship will be kept confidential to the extent that the contributor desires. (*)

41. PENALTY INDICIA MAIL

- a. Penalty indicia mail is that official mail of the U.S. Government which may be transmitted through the Federal postal system without the application of postage stamps. A penalty indicia mailing wrapper identifies the contents as official business and bears a printed statement of the penalty for private use to avoid payment of postage. This penalty is a fine of \$300.
- b. Agency employees should ensure that penalty indicia mail is used only for official correspondence as defined by the Penalty Mail Act of 1948, as amended. In any instance where uncertainty exists, prior verification should be obtained from the Chief, Mail and Courier Branch, Logistics Services Division, Office of Logistics.

Penalty Indicia Mail)

42. CIA MAILING ADDRESS

The Agency's official mailing address for unclassified mail is

Central Intelligence Agency
Washington, D.C. 20505

CIA Official Address)

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43. INSTRUCTIONS RECEIVED WHICH ARE INCONSISTENT WITH AGENCY CHARTER

Any CIA employee who believes that he has received instructions which in any way appear inconsistent with the CIA legislative charter will inform the Director of Central Intelligence immediately.

(Memorandum for All CIA Employees from the DCI dated 9 May 1973)

44. OFFICE OF MEDICAL SERVICES EMERGENCY AND CONSULTATIVE SERVICES

a. The Office of Medical Services provides emergency medical assistance to Agency employees during duty hours regardless of whether their illness or injury is incurred in the performance of duty. During duty hours, emergency medical assistance may be obtained at the medical facilities in the Headquarters Building and the Ames Building. After duty hours, employees who require medical advice or assistance may contact the Office of Medical Services Duty Officer, through the Security Duty Office, on [REDACTED]

b. Agency employees may also avail themselves of the Office of Medical Services consultative service. This service consists of advice and assistance in such areas as internal medicine, psychiatry, clinical psychology, and vocational psychology. Such assistance may be required in view of an employee's health, a problem involving family relationships, a family medical problem, or difficulties in job adjustment. Consultative services may be obtained by contacting the Assistant Registrar, Office of Medical Services.

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[REDACTED], Medical Support Program)

[REDACTED] Reserved

CHAPTER V: STATUTORY PROHIBITIONS

Every Government employee is prohibited by law or regulation from engaging in certain types of activities. In addition to the prohibitions enumerated elsewhere in this handbook, listed below are a number of summaries of provisions of the law; however, the employee should be aware that these do not constitute a complete list of all the prohibited activities proscribed in the U.S. Code or other applicable regulations.

A Government employee may not

1. willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy Government documents or records, or attempt to do so (18 U.S.C. 2071);
2. ask, accept, receive, give, promise, or offer a bribe of any kind with the intent of having a decision on any official matter influenced thereby (18 U.S.C. 201);
3. fail to render accounts for public money received other than salary, pay, or emolument (18 U.S.C. 643);
4. make false entry or report with intent to deceive or defraud the United States Government (18 U.S.C. 2073);
5. falsely make or assist in making, counterfeiting, or forging, in whole or part, any form of transportation request, knowingly alter or assist in altering a transportation request, or knowingly pass, publish, or sell any such false or altered form of request (18 U.S.C. 508);
6. promote, operate, or participate in organized gambling during work hours (GSA Regulations);
7. loan, use, convert, or deposit public money entrusted to him except as specifically allowed by law (18 U.S.C. 648);
8. participate in any strike against the United States Government or assert the right to strike against the Government, or hold membership in any organization of government employees that asserts the right to strike against the Government (5 U.S.C. 7331, 18 U.S.C. 1918);

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9. contribute in excess of \$5,000 during any calendar year or purchase goods, advertising, or articles of any kind, on behalf of a candidate for elected Federal office (18 U.S.C. 608);
10. use appropriated funds to pay for any personal service, advertisement, telegram, telephone, letter, or other advice intended to influence a member of Congress (18 U.S.C. 1913);
11. give money or any other thing of value to a member, delegate, officer, or clerk of the Congress for the promotion of any political object (18 U.S.C. 607);
12. act or conspire to deprive any citizen in the free exercise or enjoyment of any rights, privileges, or immunities secured or protected by the Constitution or laws of the United States (18 U.S.C. 241, 242);
13. conspire to injure or destroy specific property situated within a foreign country and belonging to a foreign government with which the United States is at peace (18 U.S.C. 956);
14. begin, provide, prepare a means for, furnish money for, or take part in any military or naval expedition or enterprise to be carried on from the United States against a territory of a foreign state with which the United States is at peace (18 U.S.C. 960);
15. knowingly and willfully disclose to an unauthorized person or publish any classified information (18 U.S.C. 798, 50 U.S.C. 783, and 18 U.S.C. 1905);
16. unless specifically authorized, willfully use or authorize the use of any Government-owned motor vehicle for other than official purposes (31 U.S.C. 638a(c));
17. knowingly and willfully falsify, conceal, or cover up a material fact or make a false statement regarding a Government matter (18 U.S.C. 1001);
18. without proper authority remove or use documents relating to claims from or by the Government (18 U.S.C. 285);
19. act as the agent of a foreign principal registered under the Foreign Agents Registration Act (18 U.S.C. 219);

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20. embezzle Government money or property (18 U.S.C. 641) or embezzle money or property in the possession of another employee by reason of his employment (18 U.S.C. 654).

A former Government employee may not

1. after his Government employment has ended, represent anyone other than the United States in connection with a matter in which the United States is a party or has an interest and in which he participated personally and substantially for the Government (18 U.S.C. 207(a));
2. personally represent, for one year after his Government employment has ended, anyone other than the United States in connection with a matter in which the United States is a party or has an interest and which was within the boundaries of his official responsibility during the last year of his Government service (18 U.S.C. 207(b)). This temporary restraint of course gives way to the permanent restriction described in paragraph 1 immediately above if the matter is one in which he participated personally and substantially.

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This Notice is Current Until Rescinded

SECURITY

18 March 1974

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VISITOR AND EMPLOYEE ACCESS TO AGENCY BUILDINGS

1. Effective 25 March 1974, between the hours of 0730 and 1730 Monday through Friday, all unbaded visitors and Agency personnel who have either forgotten or lost their badges will be processed into the Headquarters Building through the Main Entrance Receptionist Office. At all other times, when the latter office is closed, these persons will be processed in by the Federal Protective Officers stationed at either the Northeast Entrance or the South Loading Dock Pedestrian Entrance, both of which are always open. Service and maintenance personnel with "Escort-Required" badges will continue to enter the Headquarters Building through the North or South Loading Dock Pedestrian Entrances.

2. Periodically after 25 March 1974, persons entering the Headquarters Building or other Agency buildings in the Metropolitan D. C. area with Staff, Visitor-No-Escort, or other picture-type badges, will be asked to hand those badges to the Federal Protective Officer on duty for the latter's close inspection before gaining admittance. This requirement will be in effect only upon entering Agency buildings. Prior to leaving Agency buildings, holders of picture badges will simply show their badges to the Federal Protective Officers as is the current practice.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

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SECURITY

SAFETY MANUAL

Entire manual should be reviewed

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PERSONNEL ACTIONS

DISTRIBUTION: AB

7 September

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PERSONNEL

7 September 1960

PERSONNEL ACTIONS

Rescission: Paragraph 4d of [] dated 26 March 1954

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1. GENERAL

This handbook is for the guidance of Agency officers concerned with the initiation and processing of personnel actions which establish, change, or terminate the status of staff employees, staff agents, consultants, and military personnel detailed to the Agency. The procedures set forth in this handbook will apply to the processing of all personnel actions which are to be effective on or after 2 October 1960.

2. RESPONSIBILITIES

- a. The Director of Personnel is responsible for the approval and final processing of all personnel actions and shall ensure that they conform with Agency and Federal policies and requirements.
- b. The Director of Security is responsible for security review and approval of proposed personnel actions affecting the security status of Agency employees in accordance with Agency security standards and regulations.
- c. The Comptroller is responsible for recording changes resulting from approved personnel actions in appropriate Agency payroll and accounting records and for effecting adjustments in the payroll.
- d. Operating Officials are responsible for initiating the Request for Personnel Action for personnel under, or being assigned to, their jurisdictions.

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